

EAST LONGMEADOW PUBLIC SCHOOLS  
SCHOOL COMMITTEE  
Superintendent Conference Room



October 24, 2016  
6:30 – 7:00 PM (Prof. Dev.)  
7:00 PM (Regular Mtg)

A G E N D A

1. CALL TO ORDER  
MEETING IS BEING BOTH AUDIO & VIDEO TAPED  
PLEDGE OF ALLEGIANCE  
ROLL CALL
2. APPROVAL OF MINUTES
  - 2.1 Approval of October 3, 2016 executive meeting minutes.
  - 2.2 Approval of October 3, 2016 regular meeting minutes.
3. COMMITTEE & SUB-COMMITTEE COMMUNICATIONS
4. OPPORTUNITY FOR VISITORS TO ADDRESS COMMITTEE  
(The opportunity to address the committee is not a question-and-answer session. It is an opportunity for statements to be made. The Chair may direct a member or the Superintendent to respond to a question or issue. Speakers will be allowed three (3) minutes to present their material. Improper conduct and remarks will not be allowed. Defamatory or abusive communications (verbal or written) are always out of order. If a speaker persists in improper conduct or remarks, the chairman shall terminate that individual's privilege of address. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the committee will not hear personal complaints of school personnel or complaints against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.)
5. PRESENTATIONS
  - Superintendent's Report
    - 5.1.1 District-wide Presentation of State Assessment Data
  - Assistant Superintendent for Business Report
    - 5.2.1 Quarterly Budget Report
  - Assistant Superintendent for Curriculum and Instruction Report
    - 5.3.1
6. OLD BUSINESS
  - 6.1 ELPS Capital Plan for FY2018
7. NEW BUSINESS
  - 7.1 Mapleshade 4<sup>th</sup> grade field trip – CT Science Ctr., Hartford, CT – February 1, 2017
  - 7.2 ELPS Agreement with the East Longmeadow Recreation Department
8. ELCAT: Volunteer Recognition
9. STUDENT REP: Yemi Thomas
10. ADJOURNMENT

Important Dates

October	26	MS PTO @ 7PM
	27	HS College Fair @ 10:30
November	1	HS Sports Night @ 5:30
	2	MS PTO @ 7PM
		HS Military Day (Lunch Block)
	3	HS/BP Term 1 Ends
		HS School Council @ 2:15
		MB PTO @ 6:30
	7&21	School Committee Mtg.

EAST LONGMEADOW SCHOOL COMMITTEE  
Executive Session

Open Session called to order at 6:30 p.m. on October 3, 2016 by William Fonseca, Chair

Present: Richard Freccero; Deirdre Mailloux; William Fonseca; Elizabeth Marsian-Boucher; Gregory Thompson; Kathy Celetti, Recording Secretary;

Absent: Gordon Smith, Superintendent; Pamela Blair, Asst. Supt. for Business; Valerie Annear, Asst. Supt. for Curriculum

Elizabeth Marsian-Boucher move (d) b) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with union personnel, Deirdre Mailloux seconded the motion.

Roll Call on motion for executive session:

	Present	Aye	No
Deirdre Mailloux	X	X	
Gregory Thompson	X	X	
Elizabeth Marsian-Boucher	X	X	
William Fonseca	X	X	
Richard Freccero	X	X	

**Discussion: Negotiations for Superintendent's Contract was discussed. Rich said that we should seek legal services to negotiate with the Chair.**

Gregory moved to allow the Chair to negotiate the superintendent's contract with the stipulations discussed tonight, Deirdre seconded the motion

Chair: Any further discussion, all those in favor of the motion say aye (5).

At 6:55 P.M. Richard moved that the committee leave executive session and return to open session. Deirdre Mailloux seconded the motion. Chair: Any further discussion, all those in favor of the motion say aye (5) ayes.



# EAST LONGMEADOW SCHOOL COMMITTEE

## MINUTES

DATE: October 3, 2016

TIME: 7:00 P.M.

WHERE: Superintendent's Conference Room

Meeting called to Order by: William Fonseca, Chair

Present: Richard Freccero, William Fonseca, Deirdre Mailloux, Gregory Thompson, Elizabeth Marsian-Boucher, Gordon Smith, Superintendent of School, Pamela Blair, Asst. Superintendent for Business, , Kathy Celetti, Recording Secretary,

Chair stated that this meeting is being both audio and video taped by ELCAT, is anyone else was taping the meeting.

### **Approval of Minutes**

2.1 Approval of the September 19, 2016 regular session meeting minutes.

Rich moved to approve the September 19, 2016 regular session meeting minutes, Deirdre seconded the motion.

Discussion: Rich, where is the follow-up with Ms. LaBombard and Ms. Haskell, are they coming back to us. Mr. Smith stated yes, once they have the chance to do some research on the questions and confidentiality.

Chair: Any further discussion, hearing none, all those in favor say aye (5), those oppose (0), motion carries (5-0)

2.2 Approval of the August 22, 2016 AMENDED regular session meeting minutes. The Chair stated that we needed to correct the August 22, 2016 regular meeting minutes. Beth actually voted in favor of the minutes, however, she was not in attendance that meeting, she should have abstained. This is why they are brought back to us to be corrected.

Greg moved to approve the August 22, 2016 minutes, Deirdre seconded the motion.

Chair: Any further discussion, hearing none, all those in favor say aye (4), those oppose (0), (1) abstain, motion carries (4-0-1)

### **Committee/Sub-committee Communications**

Deirdre: I just want to mention that we had a Safety and Crisis Planning Sub-committee meeting last week. Mr. Smith, Beth and I had the meeting. We spoke about some of the updated safety procedures that are going on in the schools and I'm sure if you have any kids in the schools, you'll know that they've been practicing these drills this week. They've had the lock-down procedure and so they are just going to continue these. So if you hear your kids saying this, again if you have any questions you can always call the principal's office and find out more information. Richard: Couple of things, The Town Election Committee did meet and we are investigating all possible avenues as far as the site. Second meeting is scheduled for October 12<sup>th</sup>, so I'll keep you posted on that. I was the beneficiary of a tour by Dr. Flanagan on our library. I did see one room which where the laptops and students were settled in. It was very impressive; I think it was Ms. Forward's class. There is still some progress being made in the larger part of the library.

Beth: At our last Collaborative Corporation meeting, we went and saw the new machine area. It is just really phenomenal, can't say enough about it. It's a wonderful opportunity for students.

Bill: I just want to piggyback that Gordon and I did attend on Friday, September 22 the Grand Opening of the Precision Machine Technology Program over at the LPVEC. It is a great opportunity for our students. Senator Lesser was a key speaker during the Grand Opening. He said that there are 7,000 jobs currently in this state that are unfilled, and the demands are increasing. Met with manufactures that are saying the same thing. So this program is up and running, it is available to our students. There will be tours in the Spring. It's a wonderful opportunity for anyone who has an interest in getting into that.

Mr. Smith: It's incredibly impressive. It certainly is filling in a need. One of the things I think the students will be intrigued by is that these are jobs of all natures. If you go through the precision machine program you can be positioning yourself and ultimately end up being an engineer somewhere. So this is not something where you finish and that's the category, sort of you enter the field and there is not upward movement. The program is designed to look at jobs at all levels. Really impressive, it's going to be a growing program. Like Mr. Fonseca said, 7,000 jobs available in the state, We are assuming more will follow.

Bill: In talking to some of the companies, part of the advisory entry level on some of these jobs, like a custodial position is \$25,000 and goes up from there. So it's going to be a market we hear a lot about in the news. In the short term future.

Beth: They said the average machinist is well into their 60's.

### **Opportunity for visitors to Address the committee – No one wished to address the committee**

#### **Superintendent's Report:**

5.1.1 Guidance department and Career Center presentation by: Ms. DeNardo, Dr. Flanagan and Mr. Maccarini.

In the fall, guidance meets in small groups with the 9<sup>th</sup> and 12<sup>th</sup> graders. In the Spring, guidance meets in small groups with 10<sup>th</sup> and 11<sup>th</sup> graders. We also have a Social Skills Group and Girls Group.

12<sup>th</sup> Grade Curriculum: College Application Process; Resume Building; Financial Aid/Scholarships; College Essay Writing; and Transition from high school to college/career/trade school or military.

9<sup>th</sup> Grade Curriculum: Introduction to Counselors; Review-Graduation requirements; GPA; Introduce Naviance; getting involved; and finding balance. Also creating a (4) year course plan. Research career clusters and personality profiler

10<sup>th</sup> Grade Curriculum: Continue career research; start college research; update (4) year plan, resume building and overview of standardized testing.

11<sup>th</sup> Grade Curriculum: Post-secondary college/career research; college admissions process and college search

AP Data: ELPS is at 83% for a 3 or better score.

Upcoming Guidance Events: Senior Parent Night; Financial Aid Night; Junior College Planning Night; College Fair @ ELPS; Step up Days; Freshman Orientation; 8<sup>th</sup> Grade Parent Night; Military Day; College Visits and Career Speakers. New course "Community Dr. Flanagan really excited about this course "Community Action Learning", critical leaning. Students have access to a computer 24 hours a day. Mr. Maccarini said that September was current events. There are two groups, one with six seniors and the second is more diverse, juniors and Foreign Exchange students. This is a full year course with three short blocks and one long block. The kids were looking at doing a Community Garden, sell produce to local restaurants.

Bill said that Naviance is a useful tool. Rich asked if all counselors have seniors. Amanda said yes, all counselors have 9-12 students. Mr. Maccarini spoke about Senior Projects, presentations on December 9<sup>th</sup> and 16<sup>th</sup>.

5.1.2 Preliminary Capital Plan FY18 was discussed. Mr. Smith said there has been some cost increase (3%) so I made some of those adjustments. Principals are already meeting with Bruce Fenney on capital projects for their buildings. The deadline for submission is November 4<sup>th</sup>. Rich suggested that maybe he and Mr. Smith meet with Bob Peirent, DPW. Gordon said that he will reach out to Denise Menard, Interim Town Manager.

#### **Assistant Superintendent of Business:**

5.2.1 Ms. Blair presented the 4<sup>th</sup> quarter budget report.

Greg moved to accept the 2016-2017 grants listed on page 18 totaling \$1,415,319, Rich seconded the motion.

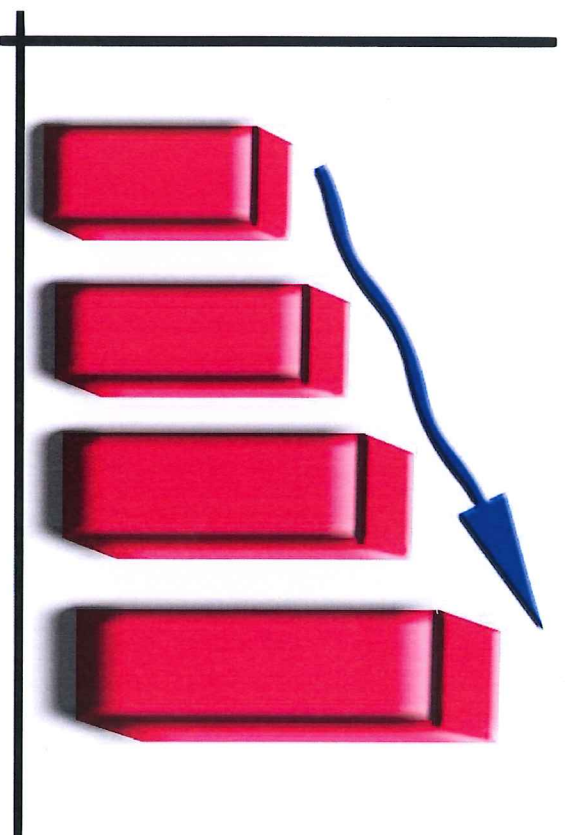


Chair: Any further discussion, those in favor say aye (5), those oppose (0) motion carries (5-0)
5.2.2 FY16 Final Quarterly Budget Report was presented by Ms. Blair. This is the final report for the FY16 School Budget, Grants, and Revolving Funds as of June 30, 2016. \$69,583 was given back to the town. Greg asked why is the stadium account little this year? Mr. Smith said some events stopped renting. The recreation department holds summer camps, with rentals through the fall. Greg asked what the longevity is for the turf and Mr. Smith said its (12) years. Rich suggested we look to the Community Preservation for the track field. Rich: my compliments to Ms. Blair on her first year with the budget.
Rich moved to approve the FY16 Final Quarterly Budget Report as presented, Beth seconded the motion. Chair: Any further discussion, hearing none, those in favor say aye (5), those oppose (0), motion carries (5-0)
<b>Assistant Superintendent for Curriculum and Instruction:</b> None
•
<b>Old Business:</b> None
<b>New Business</b>
7.1 Position Statement on the Ballot Question on lifting the cap on Charter Schools was discussed. The Chair stated that MASC came up with some language for this resolution. It important that we take a stance on this. There are (138) School Committees that oppose this. This is one of the Resolutions we will be discussing tonight.
Rich: I motion that East Longmeadow School Committee opposes any lift to the cap on Charter Schools in the Commonwealth of Massachusetts, Beth seconded the motion. Chair: Any further discussion, those in favor say aye (5), those oppose (0), motion carries (5-0)
7.2 MASC Resolutions was presented. Resolution #1: Therefore be it resolved that MASC calls upon the legislature to enact the recommendations of the Foundation Budget into law, and further, that the legislature order the Commission to reconvene in order to conduct further deliberations and make such recommendations as the FBRC may propose, and further that the FBRC shall address and make recommendations toward the overall accuracy of the adequacy of the overall Foundation Budget.
Greg moved that East Longmeadow School Committee support Resolution #1, The Foundation Budget, Rich seconded the motion. Chair: Any further discussion, those in favor say aye (5), those oppose (0), motion carries (5-0)
Resolution #2: Now therefore be it resolved that the Massachusetts Association of School Committees explore ways to promote social and economic equity through a ballot initiative whose purpose may include a state constitutional amendment, tax reform, protection of the state's neediest residents of all ages, and seeks additional revenue only from tax reform affecting the state's wealthiest residents. Further, that the goal of such a ballot referendum would be to secure a stronger financial base to underwrite needed improvements in the infrastructure of the Commonwealth as well as the educational, social and economic wellbeing if its residents.
Greg moved that the EL School Committee recommend Resolution #2 Tax Reform Ballot Question, Beth seconded the motion Chair: Any further discussion: Greg, I think it's too ambiguous the way it's written, it's very bad. Those in favor say aye (0), those oppose (5), motion carries (0-5)
Resolution #3: Charter School Reform was discussed.
Greg moved to approve Resolution #3 "Charter School Reform", Deirdre seconded the motion Chair: Any further discussion, those in favor say aye (5), those oppose (0), motion carries (5-0)
Resolution #4: Therefore be it resolved that the Massachusetts Association of School Committee shall be directed to deploy such resources of the Association independently and in collaboration with other organizations to gather resources, identify strategies, and improve public awareness of the importance of addressing student social and emotional well-being, and further that MASC shall give consideration to such public policy initiatives that prioritize action by stakeholders and stakeholder groups, in collaboration with expert behavioral and health care providers, as the most effective entities for addressing strategies that are in the best interest of children.
Rich moved to approve the Social and Emotional Well-being of Students, Deirdre seconded the motion. Chair: Any further discussion, those in favor say aye (5), those oppose (0), motion carries (5-0)
7.3. Request from MIAA to host the semi-final soccer play-off games on November 9 <sup>th</sup> and 10 <sup>th</sup> , 2016 was discussed. Mr. Smith said that MIAA contacted him to have the play-off games at the high school. They will cover all cost; (ticket takers, announcers, security, etc.). The Booster Clubs can still run the concessions stand. All MIAA is asking for is to waive the rental fee. Rich said that seating is poor; we are not ready for this. Greg said, it's a great opportunity, would suggest they add additional port-a-potties.
Greg moved to approve the MIAA's request to have the soccer play-off at East Longmeadow High School on Nov 9 <sup>th</sup> & 10 <sup>th</sup> , Deirdre seconded the motion. Chair: Any further discussion, those in favor say aye (4), those oppose (1), motion carries (4-1)
7.4 Birchland Park 7 <sup>th</sup> grade field trip to the CT Science Ctr. on November 1, 2016 was discussed.
Rich moved to approve the BP 7 <sup>th</sup> grade field trip to CT Science Ctr. on November 1 <sup>st</sup> , Deirdre seconded the motion. Chair: Any further discussion, those in favor say aye (5), those oppose (0), motion carries (5-0)
Chair: ELCAT recognition, Mr. Maki, thank you. moved to adjourn at, seconded the motion Chair: All those in favor of the motion say aye, (5) ayes





# East Longmeadow Public Schools 2016 Achievement/Accountability Results



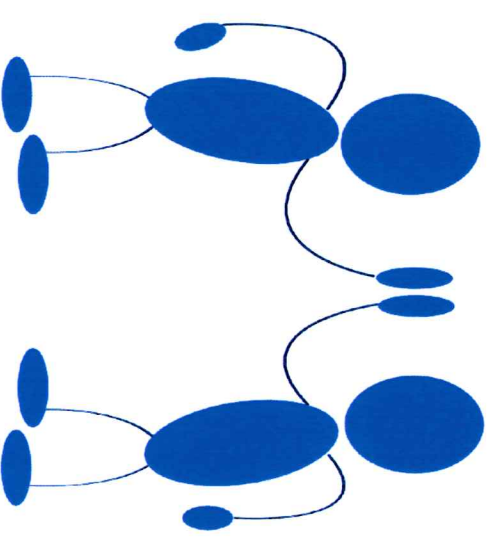




- **What is Progress & Performance Data (PPI) and how should it be used?**
- **A view across the District**
- **How are we doing compared to our DART Cohort?**
- **Where are we seeing improvements?**
- **Celebrations**
- **What are areas for continued focus?**
- **Questions and Comments**



# The Four Agreements of Data



- ✧ ALL DATA ARE GOOD DATA
- ✧ NO BLAME, NO SHAME, NO EXCUSES
- ✧ WE'RE IN THIS TOGETHER
- ✧ THE ONLY USE OF DATA IS TO IMPROVE  
STUDENT ACHIEVEMENT





## Progress & Performance Index (PPI)

### ***Reduce proficiency gap by half by 2017***

**ELPS 2017 targets: ELA 95.7, Math 91.2, Science 89.4**

- Focus on English Language Arts, Mathematics, & Science
- Measures progress toward narrowing proficiency gaps
- Cumulative PPI measures progress over 4 years
- Cumulative PPI must be 75 or higher in both the “All Students” and “High Needs” groups to be considered on target

**Cumulative PPI determines school’s Accountability Rating**



# District Accountability Rating

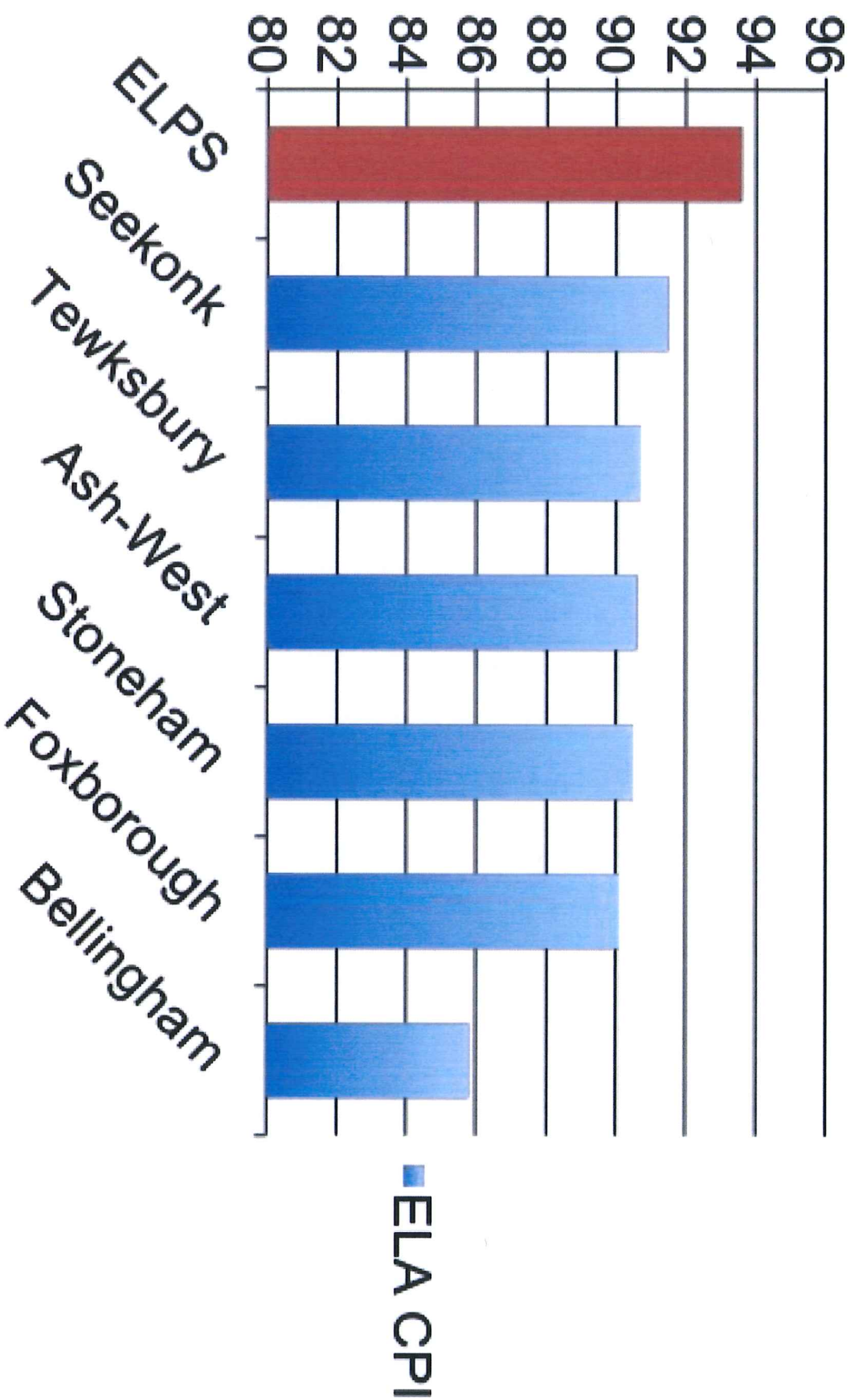
## Level 2

Subject	2016 CPI	State CPI Rating	3 year change	SGP	SGP Rating
All Students					
ELA	93.6	No Change	+2.3	53	On Target
Math	88.5	On Target	+6.3	54	On Target
Science	84.0	No Change	+1.5	N/A	N/A
High Needs Group					
ELA	86.5	On Target	+5.2	48	Below Target
Math	77.9	On Target	+9.9	53	On Target
Science	72.0	Declined	+2.9	N/A	N/A



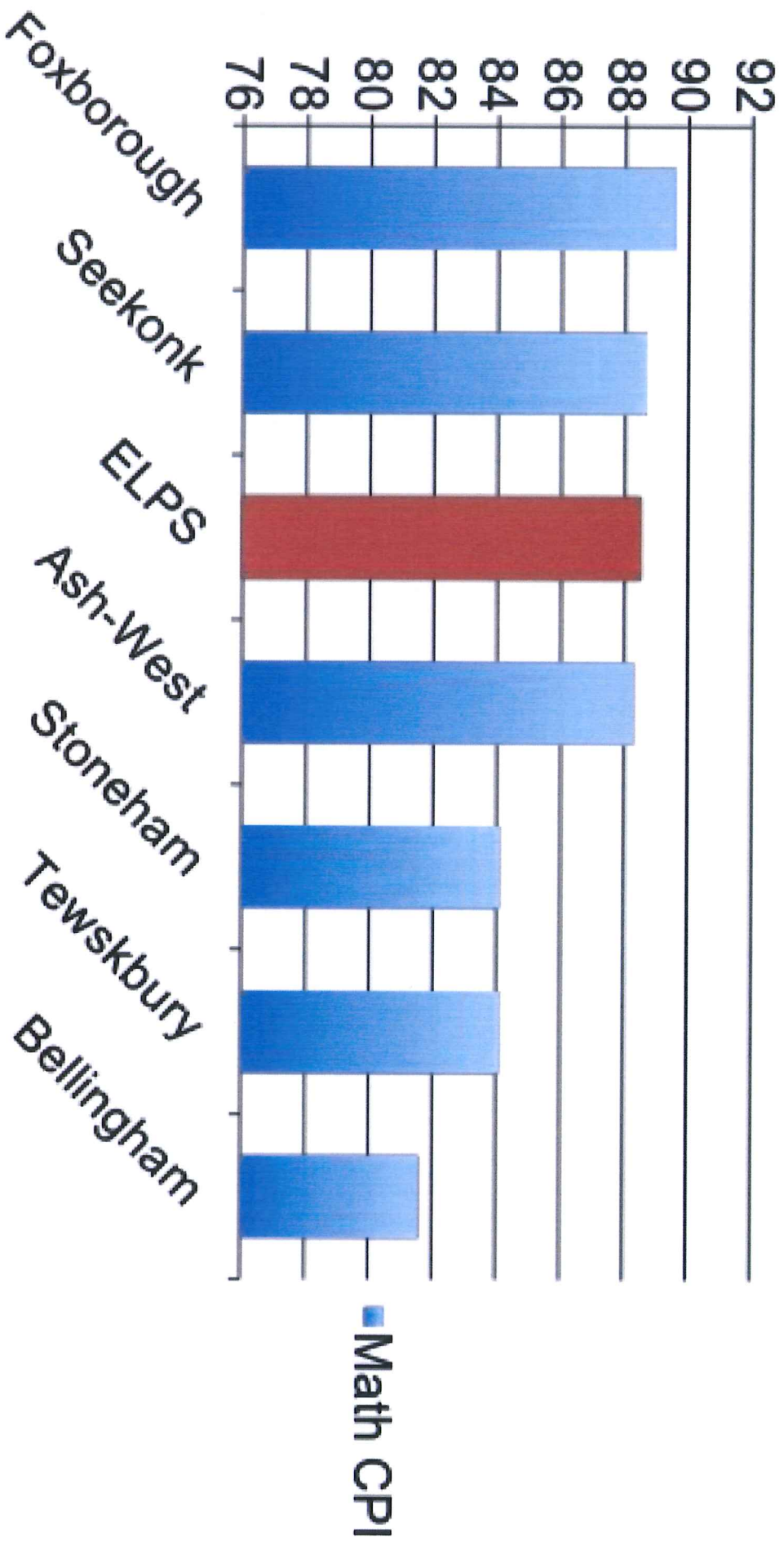


## **“All Students” CPI Comparison with DART**





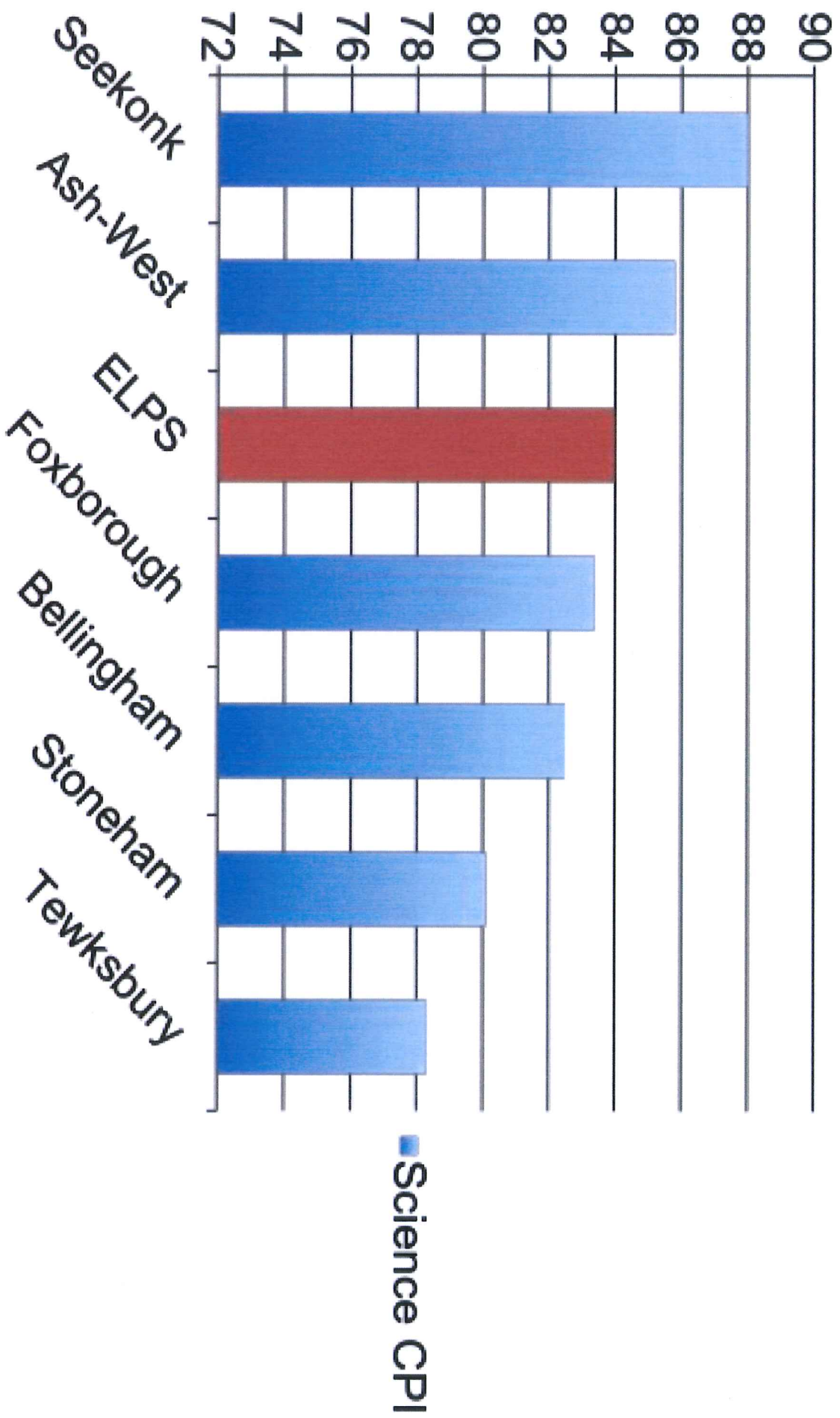
## **“All Students” CPI Comparison with DART**





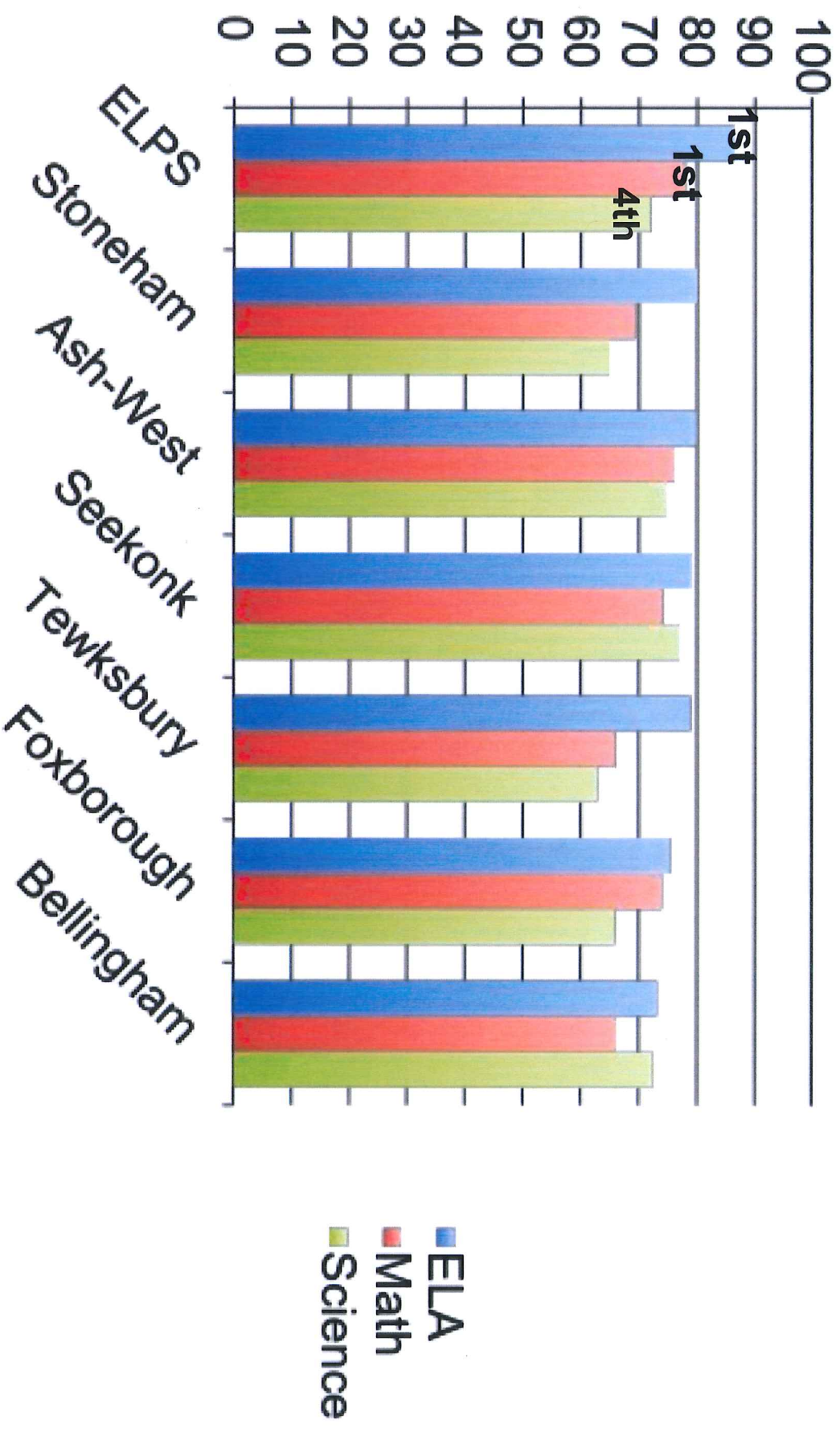


## **“All Students” CPI Comparison with DART**





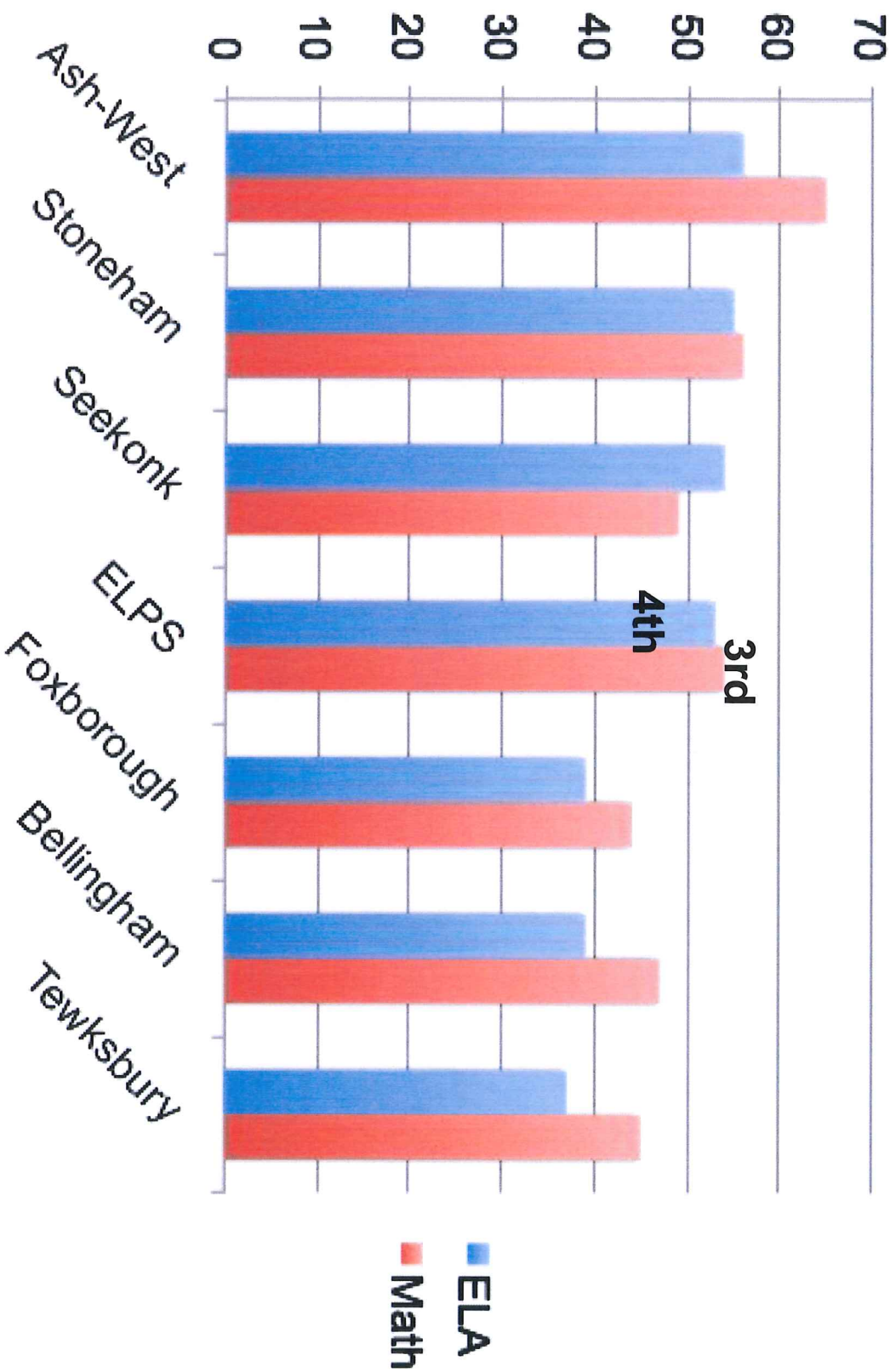
## "High Needs" DART CPI comparison







## DART SGP comparison charts





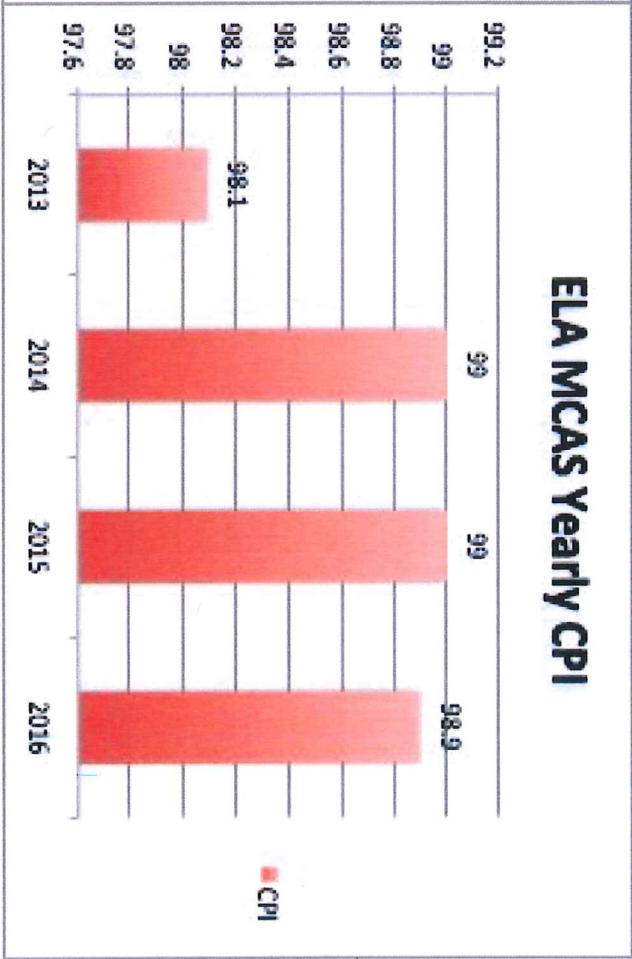
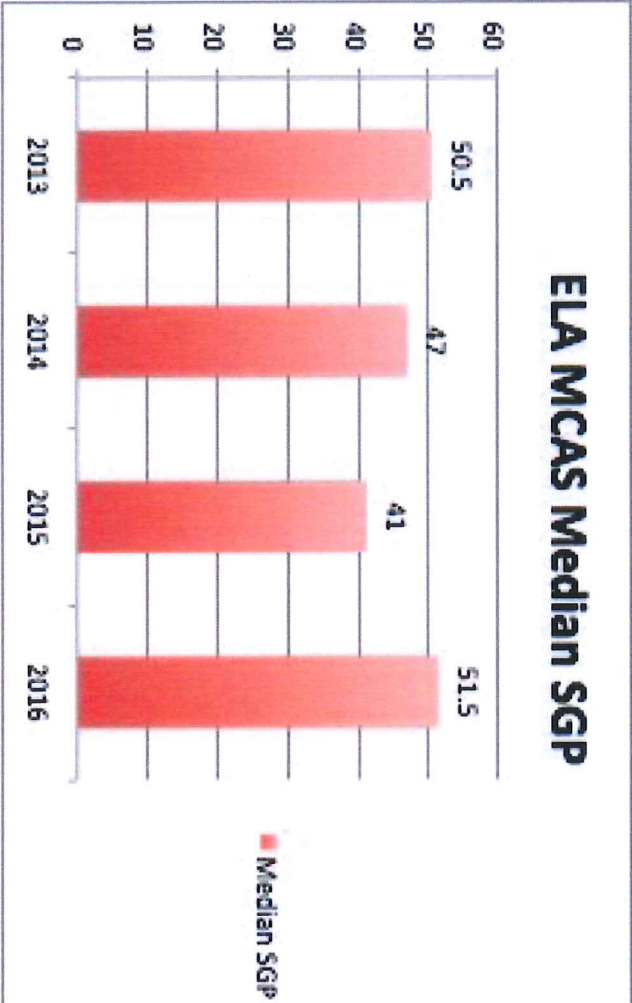
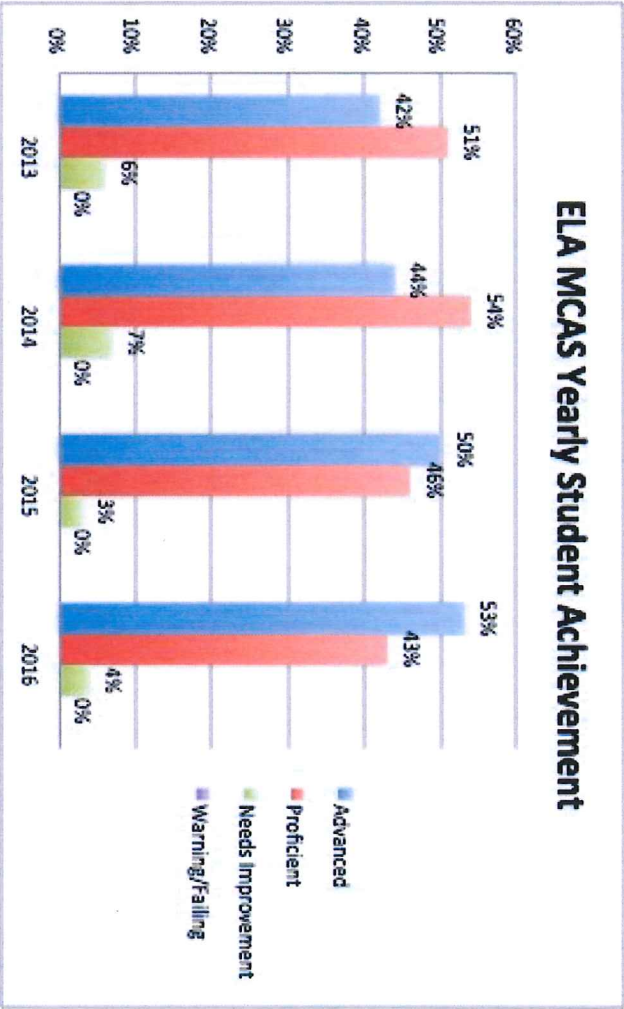
# School Data Highlights







# ELHS MCAS Data: English Language Arts





## ELHS: English Language Arts

<b>ELA</b>	<b>2016 CPI</b>	<b>CPI State Rating</b>	<b>2016 SGP</b>	<b>SGP State Rating</b>
<b>All students</b>	96.4	Above Target	51.5 (increased 10.5 points from last year)	On Target
<b>High needs</b>	89.6	Above Target	51.5 (increased 13 points from last year)	Above Target
<b>Econ disadvantaged</b>	96.9	Above Target	52.0 (increased 14 points from last year)	On Target
<b>Students w/ disabilities</b>	87.2	On Target	48.0 (increased 12 points from last year)	On Target





# **ELHS English Language Arts: Data Analysis**

## **Strengths:**

- Zero failures on overall MCAS
- More students hitting the advanced level
- Student Growth Percentile is rising
- Above the state average in all 3 standards (Language, Reading & Writing)
- Improvement with Language & Writing Standards

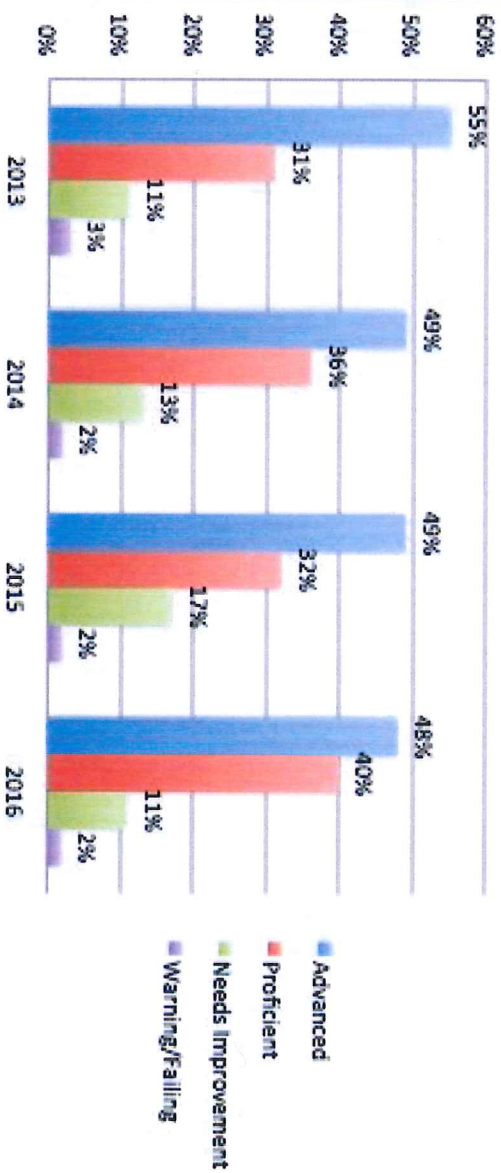
## **Areas of Focus:**

- High Needs Students-particularly students with disabilities

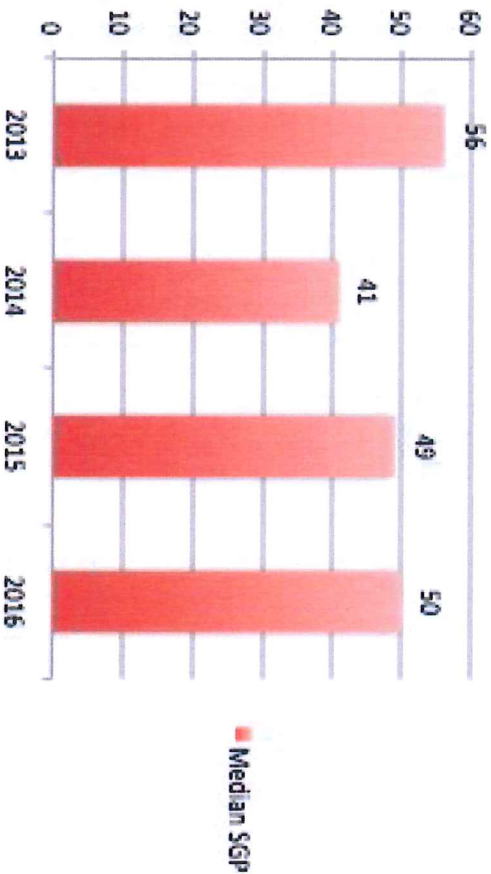


# ELHS MCAS Data: Math

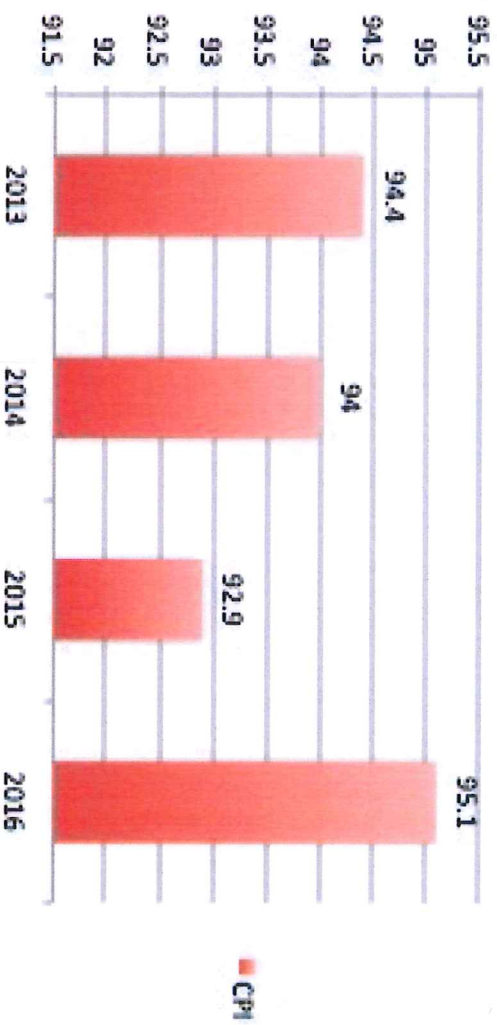
## Math MCAS Yearly Student Achievement



## Math MCAS Yearly SGP




## Math MCAS Yearly CPI





# ELHS: Math

	2016 CPI	CPI State Rating	2016 SGP	SGP State Rating
All students	95.1	Improved Below Target	50.0	On Target
High needs	84.3	Improved Below Target	49.0	On Target
Econ disadvantaged	95.0	Above Target	68.0	Above Target
Students w/ disabilities	74.2	Declined	44.5	Below Target



## **ELHS Math: Data Analysis**

### **Strengths:**

- **7% point increase in students reaching advanced and proficient (highest in four years)**
- **Student Growth Percentile is rising**
- **CPI up 2.2 points (highest in four years)**

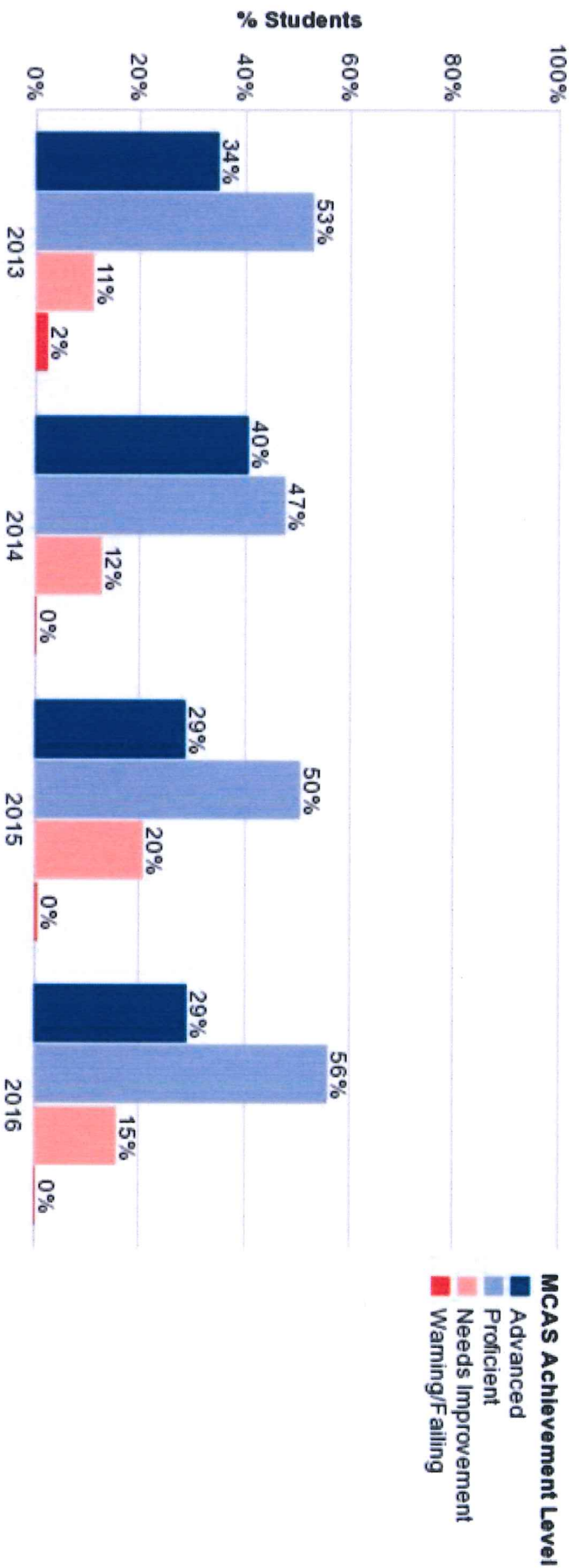
### **Areas of Focus:**

- **High needs- particularly students with disabilities**






# ELHS MCAS Data: Science

[illegible]

# ELHS: Science

 <b>ELA</b>	2016 CPI	CPI State Rating
<b>All students</b>	94.7	Improved but below target
<b>High needs</b>	83.8	No Change
<b>Econ disadvantaged</b>	92.0	Above Target
<b>Students w/ disabilities</b>	75	Declined





## **ELHS Science: Data Analysis**

### **Strengths:**

- 6% points increase in students reaching advanced and proficient
- CPI up 2.2 points from last year

### **Areas of Focus:**

- High needs- particularly students with disabilities



# BIRCHLAND PARK

<i>ELA</i>	2016 CPI	CPI State Rating	2016 SGP	SGP State Rating
All students	96.2	On Target	57.0	On Target
High needs	90.5	On Target	48.0	Below Target
Econ disadvantaged	93.5	On Target	55.0	On Target
Students w/ disabilities	83.0	Declined	46.0	Below Target





# BIRCHLAND PARK

<i><b>MATH</b></i>	<b>2016 CPI</b>	<b>CPI State Rating</b>	<b>2016 SGP</b>	<b>SGP State Rating</b>
<b>All students</b>	88.2	On Target	59.0	On Target
<b>High needs</b>	77.8	On Target	56.5	On Target
<b>Econ disadvantaged</b>	85.0	Above Target	60.0	Above Target
<b>Students w/ disabilities</b>	67.0	On Target	53.5	On Target



## BIRCHLAND PARK

<b>SCIENCE</b>	<b>2016 CPI</b>	<b>CPI State Rating</b>
<b>All students</b>	78.9	Improved below target
<b>High needs</b>	65.7	Improved below target
<b>Econ disadvantaged</b>	75.0	Above target
<b>Students w/ disabilities</b>	50.8	Declined





## BIRCHLAND PARK

### STRENGTHS

- Maintained high student growth scores in math and ELA

- ***Over the last 4 years, PPI has moved from 53, to 66, to 81, to 85***

### CHALLENGES

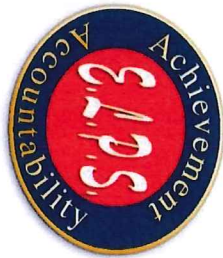
- Room for improvement in ELA growth scores for high needs and students with disabilities
- Science CPI scores have improved, but not at a fast enough pace



# ELPS K-5 Schools

<i><b>ELA</b></i>	<b>2016 CPI</b>	<b>CPI State Rating</b>	<b>2016 SGP</b>	<b>SGP State Rating</b>
<b>All students</b>	<b>89.6</b>	<b>No Change</b>	<b>50</b>	<b>On Target</b>
<b>High needs</b>	<b>81</b>	<b>No Change</b>	<b>49</b>	<b>Below Target</b>
<b>Econ disadvantaged</b>	<b>86</b>	<b>No Change</b>	<b>50</b>	<b>On Target</b>
<b>Students w/ disabilities</b>	<b>72.4</b>	<b>No Change</b>	<b>N/A</b>	<b>N/A</b>





# ELPS K-5 Schools

<i>Math</i>	2016 CPI	CPI State Rating	2016 SGP	SGP State Rating
All students	89.5	Improved Below Target	47.5	On Target
High needs	80	Improved Below Target	46.8	On Target
Econ disadvantaged	83.5	Improved Below Target	44.5	Improved Below Target
Students w/ disabilities	71.8	Improved Below Target	49	On Target



# K-5 Schools Science Accountability

<i>Science</i>	2016 CPI	CPI State Rating
All students	80.9	Declined
High needs	72.3	Declined
Econ disadvantaged	N/A	N/A
Students w/ disabilities	N/A	N/A





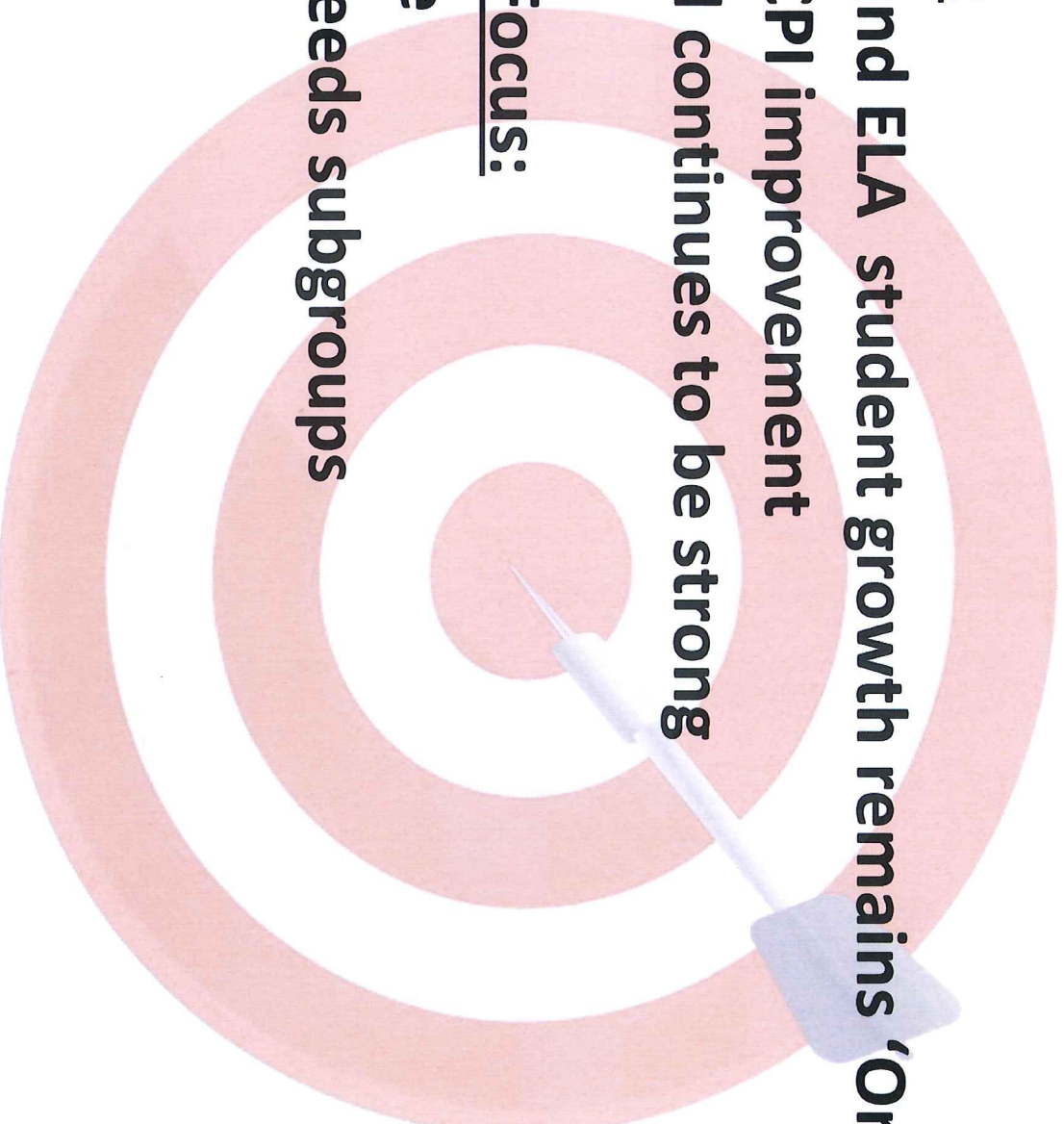
## **K-5 Schools: Data Analysis**

### **Strengths:**

- Math and ELA student growth remains 'On Target'
- Math CPI improvement
- ELA CPI continues to be strong

### **Areas of Focus:**

- Science
- High Needs subgroups





# Final Questions & Comments



East Longmeadow Public Schools  
FY17 Quarterly Financial Report  
September 30, 2016



Attached is a spreadsheet that is designed as a financial update for the FY17 school budget as of September 30, 2016. It also includes State and Federal Grants along with Revolving Accounts.

- **Salaries** - At the start of the year, salaries are encumbered in our system. They are checked and revised as changes occur.
- **Expenses** – The expenses are divided into categories. The following are highlights of some of the categories.
  - **Transportation Fuel** - The fixed price on diesel this year is \$1.88 per gallon compared to last year's price of \$2.32. This will be an area of savings this year as the price is much lower than what was anticipated.
  - **Contracted Services** – This includes services such as printing, legal fees, academic tutors, mechanic, contracted transportation services for out-of-district placements and special education services.
  - **Equipment Maintenance/Repair/Lease** – This would be for maintenance of office equipment, new equipment, copier lease payments and copier supplies (CBS Xerox is our new copier vendor effective November 1, 2016). Most of these funds are site-based at each school.
  - **Out-of-District Tuition** – Includes tuition to day and residential special education placements, vocational tuitions to LPVEC and to other vocational schools, summer tuition and LPVEC tuition assessment. Tuitions are also paid from the IDEA Special Education Grant and from the Circuit Breaker funding.
  - **Educational Materials and Supplies, Textbooks/Workbooks and the other categories** are all site-based and managed by each school.
- **DESE Approved Grants** – These grants are anticipated as part of our budget process, which means that the positions and tuitions that are paid from the grants are not included in the budget appropriation. Without these grants, our request to the Town for budget funds would be significantly greater.
  - **IDEA Grant** is used primarily for special education out-of-district placements, some special education supplies and equipment, and also pays the stipend for the Special Education Team Facilitators.
  - **Title IIA Teacher Quality Grant** is used for professional development across the district, and to purchase instructional materials to support the implementation of the common core.

- Early Childhood Allocation Grant is used to partially fund the Early Childhood Coordinator at the Meadow Brook School.
- Title I Grant funds the reading teachers at Birchland Park and Mapleshade Schools as well as reading paraprofessionals at Mapleshade. In addition, this grant provides for high-quality professional development and supplies.
- METCO Grant funds the coordinator's salary as well as some teacher salaries. It also funds the transportation to and from school for these students.
- Essential School Health Grant supports School Health Services including portions of a nurse salary, health aide salary and substitute per diem nurses.

➤ **Revolving Accounts –**

- Athletic Revolving Account – This is one of the sources that the school uses to fund the High School Athletic Program.
- School Rental Accounts – Each school has a Rental Revolving Account and there is also a District-Wide Rental Revolving Account, which includes the rental fees and expenses for Park & Rec. There are also miscellaneous Rental Accounts such as Field Trips and Lost Books. Funds are used for custodial fees and maintenance supplies and items to maintain the programs at the schools.
- School Gift Accounts – Each school has a Gift Account and there is also a District-Wide Gift Account. There is a balance of \$6,550 of Field and Track Donations included in the High School Gift Account.
- Tuition Revolving Account – Receipts for tuitions charged for non-residential special education students as well as pre-school role model student tuition both pay for portions of teacher and paraprofessional salaries in the program that service these children.
- Circuit Breaker Account – At the end of FY16 the ending balance of \$807,720 was rolled over into FY17. The Circuit Breaker is currently being funded at 73%. The anticipated amount that we will receive is \$747,616 in FY17. This funding is for Special Education Tuitions.
- Transportation Revolving Account – This fund is used to support the transportation program. The annual bus fee is \$270 for students under the 2 mile distance to their school.



- School Lunch Revolving Account – The FY16 year-end balance was \$390,741. The school lunch account is a self-sustaining program. The Bureau of School Nutrition recommends retaining a balance of at least 6-12 weeks of operating costs. This is to ensure that we have enough funds to handle any expensive equipment repair, plan for capital expenditure and other unforeseen expenses.

**It is imperative to remember that the balances provided are a “snapshot” in time and are changing constantly.** Staffing changes are continuous, special needs services change, decisions on budget allocations are made by committees at the school etc. In addition, when looking at revolving accounts, revenues may be posted in one month that would indicate high balance and then in a subsequent month when payments are made, that balance could drop significantly.

<b>FY17 Quarterly Financial Statement</b>					
<b>Quarter Ending: September 30, 2016</b>		<b>Revised</b>	<b>YTD</b>		<b>Available</b>
		<b>Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Athletics	511001	\$ 226,269	\$ 14,542	\$ 38,348	\$ 173,379
Department Heads	511005	\$ 79,280	\$ 4,968	\$ 58,568	\$ 15,744
Nurses	511006	\$ 505,820	\$ 57,105	\$ 328,501	\$ 120,214
Clerical	511008	\$ 898,220	\$ 157,834	\$ 709,160	\$ 31,226
School Mail	511010	\$ 4,114	\$ 367	\$ 3,671	\$ 76
Bus Drivers	511011	\$ 357,034	\$ 57,757	\$ 17,788	\$ 281,489
Supervisors	511012	\$ 66,505	\$ 15,543	\$ 50,962	\$ 0
Custodial	511013	\$ 864,786	\$ 208,064	\$ 656,464	\$ 258
Maintenance Tech	511014	\$ 6,000	\$ 67	\$ -	\$ 5,933
Paraprofessionals	511015	\$ 1,339,972	\$ 144,499	\$ 1,118,378	\$ 77,094
Tutors	511016	\$ 173,190	\$ 34,859	\$ 7,360	\$ 130,971
Noon Aides	511017	\$ 35,000	\$ 1,266	\$ -	\$ 33,734
COTA, ELL, Data Spec, Ret.	511018	\$ 336,003	\$ 37,829	\$ 54,713	\$ 243,461
Teachers	511021	\$ 17,714,843	\$ 1,384,987	\$ 15,981,906	\$ 347,951
Administrative	511022	\$ 1,484,931	\$ 343,860	\$ 1,133,228	\$ 7,843
Occup Ther Assistants	511023	\$ 36,036	\$ 2,758	\$ 33,101	\$ 177
Substitutes	511024	\$ 206,350	\$ 5,570	\$ -	\$ 200,780
Custodial Overtime	513001	\$ 26,600	\$ 2,626	\$ -	\$ 23,975
Admin Insurance	515000	\$ 29,000	\$ 10,926	\$ 9,590	\$ 8,484
Prof Dev Substitutes	519000	\$ 15,488	\$ -	\$ -	\$ 15,488
Prof Dev Stipends	519001	\$ 14,344	\$ 530	\$ 40	\$ 13,774
Prof Dev Committee Credits	519002	\$ 10,901	\$ 1,060	\$ 4,650	\$ 5,192
<b>Total Salaries</b>		<b>\$ 24,430,686</b>	<b>\$ 2,487,018</b>	<b>\$ 20,206,428</b>	<b>\$ 1,737,241</b>
Transportation Fuel	521000	\$ 117,093	\$ -	\$ -	\$ 117,093
Copier Supplies	524200	\$ 21,186	\$ -	\$ 18,786	\$ 2,400
Equipment Repairs	524202	\$ 27,959	\$ 4,245	\$ 1,131	\$ 22,583
Copier Lease	527000	\$ 63,133	\$ 8,090	\$ 40,451	\$ 14,592
Contracted Services	530001	\$ 1,608,971	\$ 185,234	\$ 562,169	\$ 861,568
Out-of-District Tuition	532000	\$ 535,049	\$ 60,338	\$ 326,719	\$ 147,992
Tuition to Collaboratives	532001	\$ 753,518	\$ 20,844	\$ 514,059	\$ 218,615
Out-of-State Residential Tuition	532002	\$ 119,460	\$ (1,946)	\$ -	\$ 121,406
Homeless Transportation	533000	\$ 17,000	\$ -	\$ -	\$ 17,000
Telephones	534001	\$ 29,204	\$ 3,654	\$ 15,911	\$ 9,639
Alarm Systems	534004	\$ 7,630	\$ 5,526	\$ -	\$ 2,104
Misc Contract Services	538000	\$ 10,000	\$ 975	\$ 760	\$ 8,265
Office Supplies	542000	\$ 26,594	\$ 4,931	\$ 2,580	\$ 19,083
Postage	542100	\$ 6,000	\$ 165	\$ 690	\$ 5,145
Custodial Supplies	545000	\$ 118,586	\$ 33,331	\$ 32,178	\$ 53,077
Educational Supplies	551000	\$ 326,195	\$ 91,765	\$ 91,671	\$ 142,759
Textbooks	551001	\$ 177,704	\$ 45,866	\$ 27,196	\$ 104,641
Library Supplies	558000	\$ 7,100	\$ 650	\$ 1,839	\$ 4,611
Travel Expenses	571000	\$ 18,963	\$ 2,007	\$ 1,084	\$ 15,872
Professional Dues	573000	\$ 9,920	\$ 9,727	\$ -	\$ 193
Other Charges	579500	\$ 113,810	\$ 8,467	\$ 18,678	\$ 86,665
New Equipment	585000	\$ 11,315	\$ 5,053	\$ 4,914	\$ 1,348
<b>Total Expenses</b>		<b>\$ 4,126,390</b>	<b>\$ 488,921</b>	<b>\$ 1,660,818</b>	<b>\$ 1,976,651</b>
<b>Total Budget</b>		<b>\$ 28,557,076</b>	<b>\$ 2,975,939</b>	<b>\$ 21,867,245</b>	<b>\$ 3,713,892</b>



[illegible]

## ELPS

Revision Date : 10/24/16

10/20/16

**Mapleshade School  
175 Mapleshade Avenue  
East Longmeadow, MA 01028**

**Michael R. Fredette, Principal**

**Phone: 413-525-5485**

**Fax: 413-525-5321**

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***"We believe in creating a respectful and challenging learning environment that cultivates interpersonal communication skills, collaboration, encouragement, and engagement for the entire Mapleshade community."*** - Mapleshade's Revised Vision

10/12/16

To the East Longmeadow School Committee:

This letter is in support of the 4<sup>th</sup> grade trip to the Connecticut Science Center, in Hartford, CT, scheduled for February 1, 2017. This trip is aligned to Earth, space and life science standards in the 2016 MA Curriculum Frameworks, specifically pertaining to landforms, natural landscapes, rocks and animal studies. We will be contracting with First Student bus company to depart Mapleshade at 8:15 a.m. and returning to Mapleshade at 2:15 p.m. We thank you for considering this request.

Sincerely,



Michael Fredette



To: Mr. Michael Fredette and the East Longmeadow School Committee

From: Grade 4 Teachers at Mapleshade Elementary

Date: September 30, 2016

RE: **Permission for Out-of-State Field Trip**

Dear Mr. Fredette,

The fourth grade team at Mapleshade is seeking your approval for an out-of-state field trip to the Connecticut Science Center in Hartford on February 1, 2017. We are planning to use "First Student" buses. We would leave school at approximately 8:30 am and would return at approximately 2:15pm. The PTO is subsidizing \$10 per child to help us with the fee, so the cost per student would be approximately \$15. Fourteen adults (staff) will accompany the 80 students.

The Connecticut Science Center is a relatively new science museum with standards-based exhibit galleries. The center houses one hundred fifty interactive exhibits. One exhibit featured on their website is called "Planet Earth." This exhibit supports the following Earth and Space Science standard:

ESS1 Construct a claim with evidence that changes to a landscape due to erosion and deposition over long periods of time result in rock layers and landforms that can be interpreted today. Use evidence from a given landscape that includes simple landforms and rock layers to support a claim about the role of erosion or deposition in the formation of the landscape.

Another exhibit is entitled "River of Life." This exhibit supports Life Science standard:

LS1

Construct an argument that animals and plants have internal and external structures that support their survival, growth, behavior, and reproduction.

In addition, we will be seeing a creative creatures stage show which will introduce animal adaptations.

We thank you for your time in considering this matter.

Sincerely,

Lorraine Malone, John Wiedersheim, Danielle Larkin,  
Joanne Brown, Renee Levesque, and Christianne McCandlish



OCT 06 2016

Achievement



Accountability

During School Hours: ☒Beyond School Hours: ☐

## APPROVAL REQUEST for ALL STUDENT TRIPS

## REQUIREMENTS:

1. All Trip Requests must be submitted to and approved by the building Principal and School Nurse at least 30 days in advance. Once the building Principal gives approval, details of the field trip can be discussed with students and/or parents.
2. All approved Trip Requests must be received in the Superintendent's Office 15 school days in advance of the trip date. However, \*\*\*There is NO GUARANTEE that the district school buses will be available.
3. Arrangements for school buses are to be made by the principal and/or requesting teacher with the Transportation Manager.
4. A copy of this Trip Request will be returned to the requesting teacher and Principal within 10 school days.
5. Signed "Parental Consent" forms must be obtained for each student prior to the date of the student trip.
6. If a substitute will be required for any staff member participating, a "Professional Development Day" form must be provided to the building Principal.

School (circle): Meadowbrook Mapleshade Mt. View Birchland Park High School Today's Date: 9-30-16Nature of proposed trip/Relationship to curriculum: CT Science Center  
Land & Water Standards ESS1 & ESS2  
Animal Studies LSIDay: Wednesday Date: 2-1-17 # of Students 80 # of Adults 14 Total 94Destination (Include Street Address): 250 Columbus Boulevard Hartford CT 061031) Departure Time from School: 8:30 a.m. 2) Arrival Time at Destination: 9:15 a.m.3) Departure Time from Destination: 1:30 p.m. 4) Return Time at School: 2:15 p.m.Method of financing (circle): 1. School budget (p.o. required) (2) PTO (3) Student Fees 4. Other \_\_\_\_\_Contact Person: Benee LevesqueBilling Address: 175 Mapleshade Ave.

## SIGNATURES:

Requesting Teacher: Benee LevesqueSchool Nurse: Nancy Paulicis RNPrincipal: [Signature]School Bus\*: Yes ☒ No ☐Private Bus Company: Yes ☐ No ☐# of Small Buses: \_\_\_\_\_  
(for Special Ed wheel-chair equipped bus contact Trans. Mgr.)Nurse Needed on Trip: Yes ☒ No ☐

Other Special Needs: \_\_\_\_\_

**\*Number of buses will be determined by  
Transportation Manager**

## ESTIMATE OF COST

To be Completed at Central Office

**Note: ½ hour before departure time from school and ½ hour after  
return time to school will be assessed to the trip.****THIS IS AN ESTIMATE. A bill will be prepared after the trip is  
taken.**

## Estimates:

Driver \$30.26 x \_\_\_\_\_ hrs. x \_\_\_\_\_ buses \$ \_\_\_\_\_

Fuel \$ 1.00 x \_\_\_\_\_ miles x \_\_\_\_\_ buses \$ \_\_\_\_\_

Nurse \$25.00 x \_\_\_\_\_ hrs. \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Transportation Manager (525-5450 X 249)

Assistant Superintendent for Business



**East Longmeadow Public Schools  
and  
East Longmeadow Recreation Department**



**AGREEMENT 2016-2017**

The following agreement shall be implemented beginning July 1, 2016 through June 30, 2017.

Both departments agree that \$24,000 shall be transferred to the ELPS revolving fund by January 2017. Uses for this "draw-down" account shall include the following items:

- A. School Department facilities shall be used in the following order of priority- 1. School events, 2. School athletics, 3. Rec. Dept. scheduled events, 4. All other events approved by the East Longmeadow School Committee.
- B. Both departments will abide by the School Committee policies governing Use of School Facilities;
- C. All custodial hours, outside of the regular school/custodian daily schedule, shall be deducted from the account;
- D. The Rec. Department shall submit Facility Use Request Forms for approval to the appropriate school administrator;
- E. The Rec. Department shall communicate any changes to previously scheduled Rec. Dept. events. If dates change, the same process of priorities shall abide;
- F. Overtime pay for custodial services will be applied at the school committee policy rate;
- G. All supplies used due to Rec. Dept. activities will be applied and deducted from the account. Supplies will include items such as:
  - 1. Custodial cleaning materials and liquids that are consumable
  - 2. Custodial paper materials (toilet paper, hand towels, etc)
  - 3. Pool materials and supplies outside of school use (chlorine, etc)
- H. Vandalism: On a case-by-case issue, will be discussed with the Rec. Department for restitution for any vandalism in schools or on fields and equipment caused by Rec. Dept. teams.
- I. Rec. Dept. will create, disseminate, and enforce policy rules for supervision of their athletes and students involved with Rec. Dept. events.

\_\_\_\_\_  
East Longmeadow Recreation Commission, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
East Longmeadow School Committee, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
East Longmeadow Board of Selectmen, Chair

\_\_\_\_\_  
Date